

**UNITED STATES SECURITIES AND EXCHANGE COMMISSION
EXCEPTED SERVICE (ATTORNEY) VACANCY ANNOUNCEMENT**

*** This announcement is amended to close 7/12/04 and to allow a 2nd selection for a different Office of Assist. Director. ***
*** Previous applicants under announcement 04-134-DC need not reapply and will be automatically considered. ***

Announcement No. 04-176-DCA

Opening Date: 07-01-04

Closing Date: 07-12-04

POSITION TITLE:

Supervisory General Attorney (SI)
(This is a non-bargaining unit position.)

PROMOTION POTENTIAL

SK-17

PLAN, SERIES AND GRADE

SK-905-17 (\$131,422 - \$168,373 per Annum)

EXCEPTED SERVICE

NUMBER OF VACANCIES

2

WORK SCHEDULE

Full-time

AREA OF CONSIDERATION

All Sources - Nationwide

ORGANIZATION AND DUTY STATION

Division of Enforcement
Offices of the Assistant Director No. 7 & No. 17
Washington, D.C.

FOR ADDITIONAL VACANCIES THAT MAY BE AVAILABLE VISIT: www.sec.gov/jobs.shtml (case sensitive)

SUMMARY OF DUTIES:

As Assistant Director, the incumbent has responsibility for several enforcement branches. He/she will supervise and coordinate investigative and enforcement activities involving suspected violations of the federal securities laws; supervise and coordinate employees conducting administrative proceedings before agency administrative law judges and injunctive actions in the U.S. District Courts; supervise and coordinate the negotiation process to reach consent settlements and for their presentation to the Commission; supervise and coordinate the formulation of basic enforcement policy and standards for consideration and approval of the Commission; and supervise and direct professional and support staff. He/she will independently initiate, supervise, and coordinate special projects and programs of the highest priority, concerning controversial matters involving securities fraud in the industry.

QUALIFICATIONS REQUIREMENT: (All candidates must meet in the minimum requirements as summarized below).

Candidates must have served at least 52 weeks at the next lower grade level in the federal government (GS/SK-14) or have a minimum of four years experience as a practicing attorney in the private sector. Candidates must possess at least 52 weeks specialized experience demonstrating progressively responsible legal experience in corporate law of a scope and quality sufficient to handle complex legal issues regarding the nation's securities markets. Candidates' specialized experience as a practicing attorney must illustrate complete familiarity with the operations of the securities markets, with the statutes and rules administered by the Commission, and with Commission policy and interpretation. Candidates must be active members of the bar. GS-15 and SK-16/17 candidates may apply for competitive reassignment.

(SEE REVERSE FOR OTHER IMPORTANT INFORMATION.)

RANKING FACTORS: Candidates who meet the qualification requirements above will be evaluated against the following Ranking Factors to determine the best qualified.

1. Demonstrated ability to successfully supervise and guide the execution of plans and projects through completing by advising, suggesting approaches, coordinating analytical phases and reviewing and drawing meaningful conclusions.
2. Demonstrated ability to exercise mature judgment and make technical decisions or recommendations on controversial and difficult problems affecting the plans and progress of the Office, as well as the Commission.
3. Demonstrated ability to write clear, concise, and technically accurate Commission work products in a timely manner while following prescribed office format.
4. Knowledge of Federal securities laws, rules, and regulations and Enforcement policies, practices and procedures.

HOW TO APPLY

Candidates **MUST** submit: A résumé; the Optional Application for Federal Employment; or any other written format of your choice which clearly identifies: 1) The announcement number, title and grade of the job you applied for and 2) Information required in the OPM pamphlet "Applying for a Federal Job." You should also include the following, if applicable:

1. A separate sheet that clearly addresses the specific Ranking Factors.
2. A copy of your most recent performance appraisal.
3. If you are a current federal employee, a copy of your most recent SF-50, Notice of Personnel Action, to verify any time-in-grade requirements for current and prior federal employees. (For the purposes of your application, a copy of the personnel action showing most recent within grade increase or promotion date is best).
4. A copy of your DD-214 if claiming Veteran's Preference.
4. Background Survey Questionnaire (optional).

Veterans and individuals with disabilities are strongly encouraged to apply. If you do not provide all the information requested, you may lose consideration for this position. None of these forms will be subsequently loaned or returned to applicants.

FILING APPLICATIONS

Hand delivered applications must be personally accepted and date stamped in OAPM's headquarters' location in Washington, D.C., Room 1120, or at OAPM's Operations Center location in Alexandria, Virginia on or before the vacancy announcement closing date. Applications submitted by mail must be postmarked on or before the closing date of the vacancy announcement. All application materials must be submitted by the closing date of the vacancy announcement.

Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation. In accordance with agency policy, SEC will only accept FAX applications if there is evidence that they were not sent from Federal Government FAX machines. Applicants are reminded of legal prohibition against the use of Government envelopes or other property for other than officially approved activities. These prohibitions are contained in 5 U.S.C. 735.205, 39 U.S.C. and 18 U.S.C.

ADDITIONAL INFORMATION

Security Clearance: The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.

New supervisors or managers will be required to complete a supervisory probationary period.

No moving expenses will be paid for this position.

WHERE TO FILE

U.S. Securities and Exchange Commission
Office of Administrative and Personnel Management
6432 General Green Way
Mail Stop 0-1
Alexandria, VA 22312
Attn: Buddy Smallwood
FAX: (703) 914-0556

EQUAL EMPLOYMENT OPPORTUNITY: All candidates will be considered without regard to any nonmerit reason such as race, color, sex, age, religion, sexual orientation, national origin, or disability status.

SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OAPM. The decision on granting reasonable accommodation will be on a case-by-case basis.